

Instructions for inserting Photos –

The hardest part of completing Pro-file for most people will be inserting front and side view pictures onto the form. However, if you follow the **instructions below** you shouldn't have any problems. We suggest you have someone take a these pictures with a digital camera. It **seems to work** best with Microsoft Picture Manager.

1. After the picture is taken, save it to a file on your computer so you can access it
2. Without opening the picture, right click on the picture icon and go to the option "open with" and then click on Microsoft Office Picture Manager, this will import your picture into Microsoft Office Picture Manager,
3. From the tool bar go to picture and select resize
4. Click on resize setting
5. Click on predefined height and width
6. click on e-mail large
7. click on OK
8. Save the new picture in a place where you can access it.
9. When you get the point in Pro-file where you need to insert your picture, click on browse and access your new picture and insert it.

Duress Word: This is a one word response you will need to authenticate with. It should be a common word you can think of in a stressful environment.